

STATE OF TENNESSEE  
DEPARTMENT OF PERSONNEL  
December 2005



CLASSIFICATION ANNOUNCEMENT

PLEASE NOTE: “This document does NOT represent a vacancy announcement. The intention of this information is to give notice of changes recently made to each of the job classifications listed below”.

CLASS TITLE	CLASS CODE	ANNUAL RANGE
Environmental Health Field Office Manager (A)	72978	\$42,564 - \$68,100
Environmental Health Program Manager 1 (A)	72979	\$44,760 - \$71,616
Environmental Health Program Manager 2 (A)	72980	\$46,776 - \$74,844
Environmental Health Specialist 1 (A)	72931	\$24,864 - \$39,780
Environmental Health Specialist 3 (A)	72932	\$30,612 - \$48,984
Environmental Health Specialist 4 (A)	72933	\$34,848 - \$55,752
Environmental Health Specialist 5 (A)	72934	\$36,432 - \$58,296
Environmental Health Specialist 6 (A)	72935	\$40,956 - \$65,532
Firefighter 1 (F)	38421	\$20,244 - \$32,388
Firefighter 2 (F)	38424	\$21,072 - \$33,720
Firefighter Manager (F)	38425	\$27,036 - \$43,260
Firefighter Supervisor (F)	38422	\$23,868 - \$38,184
Revenue Enforcement Officer 1 (P)	75841	\$27,036 - \$43,260
Revenue Enforcement Officer 2 (P)	75842	\$30,612 - \$48,984
Revenue Enforcement Officer 3 (P)	75840	\$33,372 - \$53,400
Revenue Special Agent 3 (P)	38653	\$40,956 - \$65,532
Taxpayer Services Representative 2 (P)	75837	\$24,864 - \$39,780

LEGEND

- A - Job classification will have a change in MINIMUM QUALIFICATIONS effective December 12, 2005.
- B - A NEW CLASSIFICATION and REGISTER will be ESTABLISHED.
- C - Register will be ABOLISHED and REESTABLISHED effective.
- D - Job classification will be ABOLISHED.
- E - Job classification will have a TITLE CHANGE effective.
- F - Job classification will have a change in SALARY effective December 12, 2005.
- G - Job classification will be converting from CAREER SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective.
- H - Job classification will have a change of Probationary Period from 6 months to 1 year.
- I - Applicants submitting an application for this job classification must take and pass a job related written test and/or performance test to receive an examination score. Tests are administered on a daily basis at the Department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
- J - Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective.
- K - Job classification will be converting from CAREER SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective.
- L - Job classification will be converting from both EXECUTIVE SERVICE to CAREER SERVICE effective.
- M - Job classification changed examination method from Competitive to Non-Competitive.
- N - Job classification will change from compensatory time to cash overtime effective.
- O - Job classification changed EEO Code.
- P - Job classification will be converting from Program to Daily effective December 12, 2005.

The seal of the State of Tennessee, featuring a classical building with a central dome and columns, surrounded by a wreath.

Tennessee Department of Personnel, Authorization #319177, November, 2005. This public document was promulgated at a cost of \$.07 per copy 15 copies.  
THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

## **POLICY OF NON-DISCRIMINATION !!**

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-6276 - Fax Number (615) 741-6985.

## **!! SPECIAL NOTICE !!**

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination. **ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED.** Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website([www.state.tn.us/personnel](http://www.state.tn.us/personnel)). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

## **!! VETERANS PREFERENCE !!**

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

**Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.**

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. **IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.**

**SERVICE ELIGIBILITY DATES:** WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

ENVIRONMENTAL HEALTH FIELD OFFICE MANAGER

**SUMMARY:** Under general supervision, is responsible for administrative and managerial work of considerable difficulty in the direction of professional environmental health and other staff in an environmental health field office; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class manages a field office with at least thirteen professional environmental health staff. This class differs from Environmental Health Specialist 6 in that an incumbent of the latter either manages a field office with fewer than thirteen professional positions, functions as an assistant manager of field office with at least eight professional positions, or manages a small statewide technical central office program or section. This class differs from Environmental Health Program Manager 1 in that an incumbent of the latter manages a moderate-sized statewide central office section.

MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor’s degree, including at least 36 quarter hours in biology, chemistry, or any environmental science and experience equivalent to five years of any full-time work in the enforcement of an environmental program or any professional environmental program work, including at least one year of supervisory experience over staff who perform environmental regulatory program work.

**Substitution of Experience for Education:** Any qualifying full time work in the enforcement of an environmental program or any professional environmental program work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

**Substitution of Education for Experience:** Graduate course work in an environmental science, biology, or chemistry field may be substituted for the required experience, on a year-for-year basis, to a maximum of one year (e.g., 36 quarter hours is equivalent to one year), there being no substitution for the specialized experience.

OR

Five years of any full-time work in the enforcement of an environmental program or any professional environmental program work with the State of Tennessee, including at least one year of supervisory experience over staff who perform environmental regulatory program work.

**Necessary Special Qualifications:** A valid motor vehicle operator’s license may be required for some positions.

Note: A transcript is required for a proper evaluation for this class.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

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ENVIRONMENTAL HEALTH PROGRAM MANAGER 1

**SUMMARY:** Under general supervision, is responsible for managerial professional environmental health program work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class performs managerial duties for a statewide environmental health division. This class differs from Environmental Health Field Office Manager in that an incumbent of the latter functions as the manager of a field office with at least thirteen environmental health professionals. This class differs from Environmental Health Program Manager 2 in that an incumbent of the latter functions as the assistant division director.

MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor’s degree, including at least 36 quarter hours in biology, chemistry, or any environmental science and experience equivalent to five years of any full-time work in the enforcement of an environmental program or any professional environmental program work, including at least one year of supervisory experience over staff who perform environmental regulatory program work.

**Substitution of Experience for Education:** Any qualifying full time work in the enforcement of an environmental program or any professional environmental program work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

**Substitution of Education for Experience:** Graduate course work in an environmental science, biology, or chemistry field may be substituted for the required experience, on a year-for-year basis, to a maximum of one year (e.g., 36 quarter hours is equivalent to one year), there being no substitution for the specialized experience.

OR

Five years of any full-time work in the enforcement of an environmental program or any professional environmental program work with the State of Tennessee, including at least one year of supervisory experience over staff who perform environmental regulatory program work.

**Necessary Special Qualifications:** A valid motor vehicle operator's license may be required for some positions.

Note: A transcript is required for a proper evaluation for this class.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

ENVIRONMENTAL HEALTH PROGRAM MANAGER 2

**SUMMARY:** Under general supervision, is responsible for managerial professional environmental health program work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class performs a full range of managerial duties for a statewide environmental health division. This class differs from Environmental Health Program Manager 1 in that an incumbent of the latter performs managerial duties for a statewide environmental health division by managing a moderate-sized statewide central office section. This class differs from Environmental Health Program Director in that an incumbent of the latter performs a full range of managerial duties for a statewide environmental health division by functioning as the director.

MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor’s degree, including at least 36 quarter hours in biology, chemistry, or any environmental science and experience equivalent to five years of any full-time work in the enforcement of an environmental program or any professional environmental program work, including at least two years of supervisory experience over staff who perform environmental regulatory program work.

**Substitution of Experience for Education:** Any qualifying full time work in the enforcement of an environmental program or any professional environmental program work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

**Substitution of Education for Experience:** Graduate course work in an environmental science, biology, or chemistry field may be substituted for the required experience, on a year-for-year basis, to a maximum of one year (e.g., 36 quarter hours is equivalent to one year), there being no substitution for the specialized experience.

OR

Five years of any full-time work in the enforcement of an environmental program or any professional environmental program work with the State of Tennessee, including at least two years of supervisory experience over staff who perform environmental regulatory program work.

**Necessary Special Qualifications:** A valid motor vehicle operator's license may be required.

Note: A transcript is required for a proper evaluation for this class.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

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ENVIRONMENTAL HEALTH SPECIALIST 1

**SUMMARY:** Under immediate supervision, is responsible for professional environmental health program work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry level class in the Environmental Health Specialist sub-series. An employee in this class is assigned to learn a variety of environmental compliance inspection, problem identification, and enforcement duties in an environmental health division. This class differs from Environmental Health Specialist 3 in that an incumbent of the latter performs environmental program duties at the advanced working level under general supervision.

\*An applicant appointed to this flexibly staffed class will be reclassified to Environmental Health Specialist 3 after successful completion of a mandatory two year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor’s degree, including at least 36 quarter hours in biology, chemistry, or any environmental science.

**Substitution of Experience for Education:** Any qualifying full-time work in the enforcement of an environmental program or any professional environmental program work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

**Necessary Special Qualifications:** A valid motor vehicle operator’s license may be required for some positions.

Note: A transcript is required for a proper evaluation for this class.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

ENVIRONMENTAL HEALTH SPECIALIST 3

**SUMMARY:** Under general supervision, is responsible for professional environmental health program work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** \*This is the advanced working level in the Environmental Health Specialist sub-series. An employee in this class performs a full range of complex environmental compliance inspection, problem identification, and enforcement duties in an environmental health division. This class differs from Environmental Health Specialist 1 in that an incumbent of the latter functions at the entry level. This class differs from Environmental Health Specialist 4 in that an incumbent of the latter functions as a first level supervisor of at least two health specialists or as a full-time trainer of subordinate professional staff.

MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor’s degree, including at least 36 quarter hours in biology, chemistry, or any environmental science and experience equivalent to two years of any full-time work in the enforcement of an environmental program or any professional environmental program work.

**Substitution of Experience for Education:** Any qualifying full-time work in the enforcement of an environmental program or any professional environmental program work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

**Substitution of Education for Experience:** Graduate course work in an environmental science, biology, or chemistry field may be substituted for the required experience, on a year-for-year basis, to the maximum of one year (e.g., 36 quarter hours is equivalent to one year).

OR

Two years of any full-time work in the enforcement of an environmental program or any professional environmental work in the enforcement of an environmental program or any professional environmental program work with the State of Tennessee.

**Necessary Special Qualifications:** A valid motor vehicle operator’s license may be required for some positions.

Note: A transcript is required for the proper evaluation for this class.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

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ENVIRONMENTAL HEALTH SPECIALIST 4

**SUMMARY:** Under general supervision, is responsible for professional environmental health program supervisory work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the first level supervisory class in the Environmental Health Specialist sub-series. An employee in this class functions in an environmental health division as a first level supervisor with at least two environmental health specialists. This class differs from Environmental Health Specialist 3 in that an incumbent of the latter functions at the advanced working level. This class differs from the Environmental Health Specialist 5 in that an incumbent of the latter functions as a supervisor of at least eight environmental health specialists or as a technical program specialist with statewide responsibility.

MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor’s degree, including at least 36 quarter hours in biology, chemistry, or any environmental science and experience equivalent to four years of any full-time work in the enforcement of an environmental program or any professional environmental program work.

**Substitution of Experience for Education:** Any qualifying full-time work in the enforcement of an environmental program or any professional environmental program work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

**Substitution of Education for Experience:** Graduate course work in an environmental science, biology, or chemistry field may be substituted for the required experience, on a year-for-year basis, to the maximum of one year (e.g., 36 quarter hours is equivalent to one year).

OR

Four years of any full-time work in the enforcement of an environmental program or any professional environmental program work with the State of Tennessee.

**Necessary Special Qualifications:** A valid motor vehicle operator’s license may be required for some positions.

Note: A transcript is required for a proper evaluation for this class.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

ENVIRONMENTAL HEALTH SPECIALIST 5

**SUMMARY:** Under general supervision, is responsible for professional environmental health supervisory work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class performs as a work unit supervisor in an environmental health division by either supervising eight or more environmental health specialists or functioning as a technical program specialist with statewide responsibility. This class differs from Environmental Health Specialist 4 in that an incumbent of the latter supervises at least two professional subordinates. This class differs from Environmental Health Specialist 6 in that an incumbent of the latter functions as a manager of a field office with fewer than thirteen professional positions, an assistant manager of a field office with at least eight professional positions, or a manager of a small statewide technical central office program or section.

MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor’s degree, including at least 36 quarter hours in biology, chemistry, or any environmental science and experience equivalent to five years of any full-time work in the enforcement of an environmental program or any professional environmental program work.

**Substitution of Experience for Education:** Any qualifying full time work in the enforcement of an environmental program or any professional environmental program work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

**Substitution of Education for Experience:** Graduate course work in an environmental science, biology, or chemistry field may be substituted for the required experience, on a year-for-year basis, to a maximum of one year (e.g., 36 quarter hours is equivalent to one year).

OR

Five years of any full-time work in the enforcement of an environmental program or any professional environmental program work with the State of Tennessee.

**Necessary Special Qualifications:** A valid motor vehicle operator’s license may be required for some positions.

Note: A transcript is required for a proper evaluation for this class.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

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ENVIRONMENTAL HEALTH SPECIALIST 6

**SUMMARY:** Under general supervision, is responsible for administrative and managerial work of considerable difficulty in the direction of professional environmental health and other staff; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class performs professional environmental supervisory and/or programmatic duties in an environmental health division by either managing a field office with fewer than thirteen professional positions, functioning as an assistant manager of field office with at least eight professional positions, or managing a small statewide technical central office program or section. This class differs from Environmental Health Specialist 5 in that an incumbent of the latter either functions as a technical program specialist with statewide responsibility or supervises eight or more professional subordinates in an environmental health office. This class differs from Environmental Health Field Office Manager in that an incumbent of the latter manages a field office with at least thirteen professional positions.

MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor’s degree, including at least 36 quarter hours in biology, chemistry, or any environmental science and experience equivalent to five years of any full-time work in the enforcement of an environmental program or any professional environmental program work, including at least one year of supervisory experience over staff who perform environmental regulatory program work.

**Substitution of Experience for Education:** Any qualifying full time work in the enforcement of an environmental program or any professional environmental program work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

**Substitution of Education for Experience:** Graduate course work in an environmental science, biology, or chemistry field may be substituted for the required experience, on a year-for-year basis, to a maximum of one year (e.g., 36 quarter hours is equivalent to one year), there being no substitution for the specialized experience.

OR

Five years of any full-time work in the enforcement of an environmental program or any professional environmental program work with the State of Tennessee, including at least one year of supervisory experience over staff who perform environmental regulatory program work.

**Necessary Special Qualifications:** A valid motor vehicle operator's license may be required for some positions.

Note: A transcript is required for a proper evaluation for this class.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

## REVENUE ENFORCEMENT OFFICER 1

**SUMMARY:** Under direct supervision, is responsible for tax collections and tax enforcement work of routine difficulty. This involves learning to contact businesses and individual taxpayers to collect delinquent taxes due; performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry level class in the Revenue Enforcement Officer sub-series. An employee in this class learns to collect delinquent taxes from businesses and individual taxpayers (or their representative). Work involves learning to interpret and enforce tax laws, rules, and regulations through a prescribed set of collection and enforcement procedures, under direct supervision. This class differs from Revenue Enforcement Officer 2 in that incumbents of the latter are responsible for performing collections and enforcement duties at the working level under general supervision. \*An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

### MINIMUM QUALIFICATIONS:

**Education and Experience:** Graduation from an accredited college or university with a bachelor's or advanced degree in business or finance (including, but not limited to, accounting, banking, insurance, real estate, economics, or taxation) criminal justice, law, law enforcement, criminology, legal assistant studies, paralegal studies or a paralegal certificate.

**Substitution of Experience for Education:** Paraprofessional tax related work within the Tennessee Revenue Department may substitute for the specific bachelor's degree on a year-for-year basis, to a maximum of four years.

**Substitution of Experience for Education:** Professional experience in tax investigation or analysis of financial information may substitute for the specific bachelor's degree on a year-for-year basis, to a maximum of four years.

**Substitution of Experience for Education:** Graduation from an accredited college or university with an associate's degree in business, finance, criminal justice, law, law enforcement, criminology, legal assistant studies, or paralegal studies, and experience equivalent to two years of full-time professional tax investigation or analysis of financial information may substitute for the specific bachelor's degree.

## OR

**Education and Experience:** Graduation from an accredited college or university with any bachelor's degree and experience equivalent to one year of full-time professional tax investigation or analysis of financial information.

### Necessary Special Qualifications:

1. A valid motor vehicle operator's license is required.
2. Must have a motor vehicle available for use in performance of job duties.
3. \*Must be able to qualify and remain current with assigned state weapons.
4. Must be eligible to receive security clearance, as required by appropriate regulations
5. \*Must pass physical examination by a licensed physician so that physical condition is sufficient to perform all assigned duties.
6. Must have no conviction for a felony or misdemeanor involving moral turpitude or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
7. \*“Must pass a psychological evaluation administered by a licensed mental health professional.”

**\*Note:** Necessary Special Qualifications 3, 5, and 7 apply only to those positions required to carry a firearm as part of their job duties.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

## REVENUE ENFORCEMENT OFFICER 2\*

**SUMMARY:** Under direct supervision, is responsible for tax collections and tax enforcement work of routine difficulty. This involves learning to contact businesses and individual taxpayers to collect delinquent taxes due; performs related work as required.

**DISTINGUISHING FEATURES:** This is the working level class in the Revenue Enforcement Officer subseries. An employee in this class contacts businesses and individual taxpayers (or their representatives) within an assigned territory in order to collect delinquent taxes. Work involves interpreting and enforcing tax laws, rules, and regulations, and attempting to collect delinquent taxes owed the State of Tennessee following a prescribed set of collection and enforcement procedures. This class differs from Revenue Enforcement Officer 1 in that incumbents of the latter are responsible for learning to perform major revenue collection and enforcement duties at the entry level under direct supervision. This class differs from Revenue Enforcement Officer 3 in that incumbents of the latter, in addition to a normal case load, handle the more difficult cases within or across territories, investigate offers to compromise cases, and perform on-the-job training of new field officers.

\*An employee will be reclassified to this class from a Revenue Enforcement Officer 1 after successful completion of a mandatory one year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

### MINIMUM QUALIFICATIONS :

**Education and Experience:** Graduation from an accredited college or university with a bachelor's or advanced degree in business or finance (including, but not limited to, accounting, banking, insurance, real estate, economics, or taxation) criminal justice, law, law enforcement, criminology, legal assistant studies, paralegal studies or a paralegal certificate, and experience equivalent to one year of full-time professional tax investigation or tax analysis work.

**Substitution of Experience for Education:** Professional experience in tax investigation or analysis of financial information may substitute for the specific bachelor's degree on a year-for-year basis, to a maximum of four years.

**Substitution of Experience for Education:** Graduation from an accredited college or university with an associate's degree in business, finance, criminal justice, law, law enforcement, criminology, legal assistant studies, or paralegal studies, and experience equivalent to two years of full-time professional tax investigation or analysis of financial information may substitute for the specific bachelor's degree.

### OR

**Education and Experience:** Graduation from an accredited college or university with any bachelor's degree and experience equivalent to two years of full-time professional tax investigation or analysis of financial information, including at least one year of tax investigation or tax analysis work.

### OR

One year of full-time experience as a Revenue Enforcement Officer with the State of Tennessee.

### Necessary Special Qualifications:

1. A valid vehicle operator's license may be required for employment in some positions.
2. Must have a motor vehicle available for use in performance of job duties.
- \*3. Must be able to qualify and remain current with assigned state weapons.
4. Must be eligible to receive security clearance, as required by appropriate regulations.
- \*5. Must pass a physical examination by a licensed physician so that physical condition is sufficient to perform all assigned duties.
6. Must have no conviction for a felony or misdemeanor involving moral turpitude or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- \*7. Must take a psychological examination to see if candidate is suitable to carry a firearm.

\***Note: Necessary Special Qualifications** 3, 5, and 7, apply only to those positions required to carry a firearm as part of their job duties.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.



## REVENUE ENFORCEMENT OFFICER 3

**SUMMARY:** Under general supervision, is responsible for tax collections and tax enforcement work of routine difficulty. This involves contacting businesses and individual taxpayers to collect delinquent taxes due; performs related work as required.

**DISTINGUISHING FEATURES:** This is the advanced working level class in the Revenue Enforcement Officer sub-series. An employee in this class handles the more difficult delinquent tax cases within and across territories and investigates businesses or individuals who are historically delinquent in their tax payment or who wish to negotiate their payment schedule. They are also responsible for training officers on the job in the collection of delinquent taxes and in the enforcement of regulations. This class differs from Revenue Enforcement Officer 2 in that incumbents of the later are responsible for collecting delinquent taxes and enforcing regulations within an assigned region. The class differs from Revenue Enforcement Supervisor in that incumbents of the latter are responsible for the supervision of a unit of revenue enforcement officers within a specific area of the state.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's or advanced degree in business or finance (including, but not limited to, accounting, banking, insurance, real estate, economics, or taxation) criminal justice, law, law enforcement, criminology, legal assistant studies, paralegal studies or a paralegal certificate, and experience equivalent to two years of full-time professional tax investigation or tax analysis work, of which at least one year must have been experience in negotiation of delinquent tax payments.

**Substitution of Experience for Education:** Professional experience in tax investigation or analysis of financial information may substitute for the specific bachelor's degree on a year-for-year basis to a maximum of four years.

**Substitution of Experience for Education:** Graduation from an accredited college or university with an associate's degree in business, finance, criminal justice, law, law enforcement, criminology, legal assistant studies, or paralegal studies, and experience equivalent to two years of full-time professional tax investigation or analysis of financial information may substitute for the specific bachelor's degree.

### OR

**Education and Experience:** Graduation from an accredited college or university with any bachelor's degree and experience equivalent to three years of full-time professional tax investigation or analysis of financial information, including at least two years of tax investigation or tax analysis work, of which one year must have been experience in negotiation of delinquent tax payment.

### OR

Two years of full-time experience as a Revenue Enforcement Officer with the State of Tennessee.

### Necessary Special Qualifications:

1. A valid vehicle operator's license may be required for employment in some positions.
2. Must have a motor vehicle available for use in performance of job duties.
- \*3. Must be able to qualify and remain current with assigned state weapons.
4. Must be eligible to receive security clearance, as required by appropriate regulations.
- \*5. Must pass a physical examination by a licensed physician so that physical condition is sufficient to perform all assigned duties.
6. Must have no conviction for a felony or misdemeanor involving moral turpitude or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- \*7. Must take a psychological examination to see if candidate is suitable to carry a firearm.

**\*Note: Necessary Special Qualifications 3, 5, and 7, apply only to those positions required to carry a firearm as part of their job duties.**

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

## REVENUE SPECIAL AGENT 3

**SUMMARY:** Under general supervision, is responsible for criminal investigative work of considerable difficulty in investigating cases of suspected tax fraud, fair trade violation, or peddling contraband and for professional auditing work of considerable difficulty involving the audit of individual and corporate tax documents and records to determine tax liability; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the lead class in the Revenue Special Agent job series. An employee in this class is responsible for leading others in investigations and financial tax audits, including the conduction of professional auditing/criminal investigative work related to businesses or individuals violating Tennessee revenue laws, rules, and regulations and investigations and audits involving conspiracies between businesses and individuals or businesses with multiple subsidiaries and thousands of volumes of financial records. This class differs from that of the Revenue Special Agent 2 in that incumbents of the latter do not lead others in performing professional auditing and criminal investigative work. This class differs from the Revenue Special Agent Supervisor in that incumbents of the latter are responsible for supervising subordinate staff who are conducting investigations and audits.

**NOTE:** An applicant appointed to this class must successfully complete a state approved criminal investigation training course; inadequate or marginal performance during the training course will result in automatic demotion or termination.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree including twenty-seven quarter hours in accounting and experience equivalent to four years of full-time professional auditing, accounting, criminal investigation, financial management, or experience as an attorney, of which two years must be tax fraud investigative work.

**Substitution of Experience for Education:** Qualifying experience in professional accounting and/or auditing may substitute for the required education to a maximum of four years.

**Substitution of Graduate Education or License for Experience:** Graduate course work credit received from an accredited college or university in accounting, criminal justice, criminology, and/or law may substitute for the required experience on a month-for-month basis to a maximum of one year (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of non tax fraud investigative experience) or a current license as a certified public accountant may substitute for one year of experience, there being no substitution for the required years of tax fraud investigative work.

#### Necessary Special Qualifications:

1. A valid motor vehicle operator license is required.
2. Must have a motor vehicle available for use in performance of job duties.
3. Must be able to qualify and remain current with assigned state weapons.
4. Must be eligible to receive security clearance, as required by appropriate regulations.
5. Must pass a physical examination by a licensed physician so that a physical conditions sufficient to perform all assigned duties.
6. Must have no conviction for a felony or misdemeanor involving moral turpitude or have been discharged under any than honorable conditions from any branch of the United States armed forces.
7. Must take a psychological examination to see if candidate is suitable to carry a firearm.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

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## TAXPAYER SERVICES REPRESENTATIVE 2

**SUMMARY:** Under direction, is responsible for professional taxpayer services electronic commerce work of moderate difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class is responsible for the education of taxpayers regarding efficient registration of electronic funds transfer (EFT), electronic data interchange (EDI) transactions, and Internet filing of tax returns. This class differs from Taxpayer Services Representative 1 in that an incumbent of the latter is responsible for providing direct taxpayer assistance and information regarding application of tax laws for a business or corporation. This class differs from the Taxpayer Services Representative 3 in that an incumbent of the latter is responsible for running the tax practitioner hotline.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of full-time professional work in one or a combination of the following: tax preparation, tax law interpretation, tax auditing, tax enforcement, or related taxpayer services work; or accounting, auditing, or related fiscal services work.

**Substitution of Experience for Education:** Qualifying experience in related taxpayer services work, related fiscal services work, or clerical work may substitute for the required education to a maximum of four years.

### OR

Experience equivalent to one year as a Taxpayer Services Representative 1 with the State of Tennessee.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and experience, 100%, for Career Service positions.

